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MEMORANDUM FOR: Chief, Plans and Policy Staff

23 January 1957

SUBJECT: Intelligence School Weekly Activities Report #4
17 through 23 January 1957

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No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> <u>Revised</u>
Class. changed to: TS <u>SC</u>
Auth: <u>DD/P</u>
Date: <u>3-16-78</u> By: <u>35</u>

1. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Management Training

(1) Basic Management #31 (CS 12-14) began on 22 January with an attendance of [] Nine Agency Offices are represented.

(2) Basic Supervision #26, a presentation for the senior-analyst supervisor, was completed on 18 January. There were [] originally registered, but [] late cancellations brought the final number to []. Of these, [] were from the DD/P, [] from the DD/I, and [] from the DD/S.

(3) [] CO, and [] had a brief exploratory conference on 22 January about the possibility of devising a supervision course that could be presented in the field. Since [] is going to the field in a few months, he is using this lead time for discussing the planning for the needs as he now knows them.

b. CER Orientation Officer

(1) [] gave the CIA Introduction on 14 January because [] was out on sick leave all last week.

(2) On Tuesday, 22 January, the Departmental Briefing was conducted for [] people from the Department of State, Department of the Navy, Department of the Air Force, NSA, and USIA. Colonel Arntz, Commandant of the Strategic Intelligence School, also attended to get ideas for the orientation phase of his courses. He asked [] to give the next NSC/IAC/CIA lecture at the Strategic Intelligence School.

c. Intelligence Orientation

(1) Intelligence Orientation #5 ended on 18 January. Approximately one-half of the students turned in critiques. These were almost entirely of a favorable nature. The most frequent recurring suggestions were that the number of seminars be increased and that some provision be made for heating the auditorium adequately in cold weather.

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✓ (2) [] members of IAC agencies attended the Intelligence Products Exhibit on 17 January. This brings to [] the total number of IAC members visiting the Exhibit.

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(3) On Thursday, 17 January, [] visited [] to discuss the possibility of making special arrangements for the training of a small number of Medical Office personnel. A full report of this discussion and possible solutions to [] problem will be forwarded next week.

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d. Intelligence Training

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(1) [] is assisting [] IAS, in reviewing a collection of books and periodicals published in India since 1947, and obtained from "World in Brief" by OO/C for possible purchase. Selected material, along with a series of photographs of Indian life, will be put on exhibit in Quarters Eye in conjunction with the forthcoming Regional Survey of the sub-continent, scheduled for March.

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(2) The schedule for OO/C Refresher #7 has been completed by [] of OO/C and [] field personnel and [] OO/C Headquarters personnel have registered for the course which will be held at 1717 H Street 4-13 February.

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e. Reading Improvement

(1) The first stage of the readability survey was completed this week, with a visit to [] of CCI. He is very interested in the project. Every DD/I Office has agreed to cooperate in giving OTR the information requested. Most of the representatives discussed the matter very frankly, and some, particularly OSI, CME, and OGR, expressed informal doubts as to the usefulness of the project. Their doubts are based on the belief either that their own correspondence is unique, and therefore cannot logically be studied in the same way as that of other DD/I Offices, or that there is no solution to the problem. These informal reservations are being reported for information only, since every Office is cooperating so far with OTR. Miss [] expect to receive the information requested by the third week of February.

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(2) [] met with [] A & E, to discuss the work they have done in developing a test battery for predicting writing ability, and its connection with the readability project.

f. Instructor Training

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[] attended the Random Access Memory Accounting (RAMAC) demonstration on 18 January, which was held in 117 Central. A report on this demonstration has been sent to the D/TR.

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g. Administrative Training

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[] went to [] on Thursday, 17 January, to lecture to the Operations Familiarization course, but weather conditions made the plane so late that by the time she arrived [] was presenting the lecture.

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h. Clerical Training

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(1) During the week of 14 January there were [] people in Clerical Induction Training and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered to entrance on-duty employees by Clerical Induction for the week of 14 January were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) The results of the Clerical Skills Qualification Tests administered by Clerical Refresher Training on 14 January were as follows: [] person who was tested in shorthand qualified; of [] people tested in typewriting, [] qualified.

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i. Visual Aids Staff

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The weekly activities report of VAS is attached.

3. PERSONNEL NOTES

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Nothing to report.

[]
Acting Chief, Intelligence School

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